



# Washington State Department of Transportation

## Task Order

All terms and conditions of this agreement are in full force and effect for this Task Order document.

Agreement No.

Y- 10928

### Agreement Manager Information

Task No.

AD

Agreement Manager Erik Jonson	Phone (360) 705-7106	Org. 303030	Mailstop 47323
Address 310 Maple Park Avenue	City Olympia	State WA	Zip Code 98501

### Project Manager Information

Project Manager Lynn Peterson	Phone (360) 705-7054	Org. 201010	Mailstop 47316
Mailing Address 310 Maple Park Avenue SE	City Olympia	State WA	Zip Code 98504

### Project Information

Project Title Mega Projects Assessment
State Route No(s).

### Task Schedule

Task Start Date 3/19/2013	Task End Date 9/30/2013
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No payment will be made for work done PRIOR to Task Start Date or for work done AFTER Task End Date

### Task Cost

Work Order No.	Org. Code	Amount	Fed. Aid Part.?	This section required if there is Fed. Aid Part.	
				Fed. Aid Project No.	Fed. Aid Part. %
MS6781 MS6549	303010	# 108,333 \$325,000.00	<input type="radio"/> Yes <input checked="" type="radio"/> No		
XL3344	303010	# 108,334			
XL3604	303010	# 108,333			
Total Task Amount		\$325,000.00			

### Consultant Information

Prime Consultant CH2M Hill, Inc.	Federal I.D. No.
Address 1100 - 112th Avenue NE, Suite 400	City Bellevue
Contact- (Name) Geraldine Diver	State WA
Phone (425) 453-5000	Zip Code 98004
E-Mail www.ch2m.com	

### Approval Signatures

*Gavin J. Fairley* 3/28/13  
Consultant Date

*Erik Jonson* 3/29/13  
Agreement Manager Date

*Julia R. McK...* 3/29/13  
Washington State Department of Transportation Date

# Scope of Task Order

Provide description of work and reference attachments for prime consultant and all subconsultants  
(to include detailed description of work schedule and estimate).

Report Due Date

3/11/2013

See attached.

Distribution: Originals: ☒ Consultant

Copies: ☐ File

☒ Consultant Services

☒ Task Manager ☐ Other

**Sub Consultants on this Task Order**

Name, Address  
DMWBE, Contact  
Phone, Fax

Sub Consultant Total

Prime Net

**\$325,000.00**

**Washington State Department of Transportation**

**Major Projects Assessment**

**Scope of Services**

**Contract Y-10928**

**Task Order AD**

March 19, 2013

## **Introduction**

**The express purpose of the assessment is not to review any one large project, but to review the agency process used to make, document and communicate decisions and to resolve any project-delivery issues.**

The Washington State Department of Transportation (WSDOT) is engaged in delivering multiple major capital construction projects at this time. Each of these projects are in varying stages of delivery. Additionally, several other major projects are anticipated in the near future.

In order to ensure best practices in proactively managing these and other projects, and the timely identification and resolution of any project risks or challenges, an assessment of each project will be undertaken by CH2M Hill reviewing the following:

- Project Staffing/Expertise, Staffing Levels, Reliance on consultants, Roles and Responsibilities (including project support offices (construction, bridge design, region, environmental) and other public or private partners involved with project delivery)
- Project Organization
- Project Communication – Internal and External
- Risk Management
- Scope Management
- Budget Management
- Schedule Management
- Issue and internal/external conflict escalation and resolution

The assessment will look at how existing procedures and tools available are employed, and how project status is reported to WSDOT executives. It will also review the current process for key project decisions and how those decisions are documented to ensure the best accountability and project-delivery practices for contract development, project delivery methods, requests for proposal, contract awards, design review, risk management/insurance/bonding/indemnity, and change order processes). In particular, the review will consider and recommend any improvements for any necessary escalation of, and support/facilitation for, key project decisions by WSDOT executive management.

To accomplish this assessment, the CH2M Hill program manager will work closely with WSDOT project managers, and report directly to the Secretary of Transportation, the Deputy Secretary, Chief of Staff and the Chief Engineer. Any changes to the scope of work will be made in writing.

It is anticipated that the CH2M Hill Program Manager may, under the Direction of the Secretary, will advise and represent WSDOT in a number of forums, including legislative briefings, local agency briefings. Additionally, the CH2M Hill Program Manager will brief the Secretary, Deputy Secretary, Chief of Staff and Chief Engineer weekly on activities, meetings attended, status of the assessment, and any available recommendations. The briefing may be provided in writing, as requested by the Secretary.

The Secretary of Transportation shall receive an acceptable schedule of deliverables, subject to her approval, under this task order from the CH2M Hill Program Manager on or before March 25, 2013.

#### **Basis of Estimate**

It is anticipated that the CH2M Hill Program Manager will be full time on the assessment, working out of Olympia, and the project offices. Travel is anticipated between Seattle and the following locations: Olympia, Vancouver, Yakima, Spokane, and Tacoma.

WSOOT will provide necessary support for risk assessment, information about current project management and coordination, possible future practices used successfully by other public owners, stakeholder engagement, research into other public-owner best practices, scheduling and communication. No sub-consultants are authorized under this Phase 1 task order.

#### **Schedule**

This assessment task order (Phase 1) will be completed by September 25, 2013. A potential future extension for Phase 2 (implementation of any recommendations deemed necessary by the Secretary) is possible, but outside of this scope of work. It is anticipated that the CH Program Manager will be available part-time for this task order beginning April 1, 2013, and full time by June 1, 2013.

#### **Conflict of Interest / CH2M Hill Firewall**

The CH2MHill program manager and other associated CH2MHill staff performing work pursuant to this task are subject to any and all applicable federal and state laws, rules standards and policy with respect to organizational conflicts of interest up to and including RCW 42.52, RCW 18.43 , CFR 23 the State's Organizational Conflicts of if interest manual (M3043.01) and the Secretary's Organizational Conflicts of Interest Executive order E 1059.00.

As a "Firewall" measure, All CH2MHill staff engaging on this task will enter into separate confidentiality and non -disclosure agreements to prevent any organizational conflict of interest issues. If during the prosecution of work being performed under this task any conflicts should be discovered the CH2MHill program manager will report these immediately to the Secretary or designee for resolution. It is not the intent of this task to have the CH2MHill program manager review any previous work performed by CH2MHill if this should occur; all conflicts of interest will be reported and handled on a case by case basis by the Secretary or a designee. Confidential WSOOT information will not be shared by the Program Manager within CH2M Hill, but may be subject to public disclosure under Washington or federal law.

#### **Fee**

Total fee for this work will not exceed \$325,000 and is estimated as follows:

CH2M Hill Program Manager: 1000 hours  
Travel & Per-diem (subject to state rules) \$ 21, 990  
Total = \$325,000

